

ADDENDUM # 12
TO THE VIGO COUNTY
EMPLOYEE AND MANAGEMENT
HANDBOOK DATED OCTOBER 2007

On November 22, 2011 the Vigo County Commissioners updated Addendum #2 to the Vigo County Employee and Management Handbook dated October 2007:

In Section V- Subsection 5.1, titled Compensation – Hours of Work shall include the following three paragraphs which under this section will now become paragraphs three, four and five and states:

Exception: In departments which are open twenty-four (24) hours a day (Vigo County Sheriff's Department, Vigo County Juvenile Justice Center, Vigo County Community Corrections and Vigo County Group Homes) where employees of those departments are required to not leave the work area during lunch hours will have a forty (40) hour work week instead of the thirty-five (35) hour work week.

In addition, if employees working (40) hour work week in these departments are given the privilege to leave the building, these employees are expected to be available if or when an emergency would occur.

Employees from these areas including employees out in the field should carry and have on devices where contact can be made immediately for unexpected emergencies.